

Apology for Conflicting Engagements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my unavailability due to conflicting engagements on [specific date]. I regret any inconvenience my absence may have caused, and I assure you that it was not my intention to prioritize other commitments over our engagement.

I value our professional relationship and greatly appreciate the opportunities we have to collaborate. I will do my best to ensure that this situation does not occur again in the future.

Thank you for your understanding and patience in this matter. Please let me know if we can reschedule or if there are any other ways I can contribute.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]